

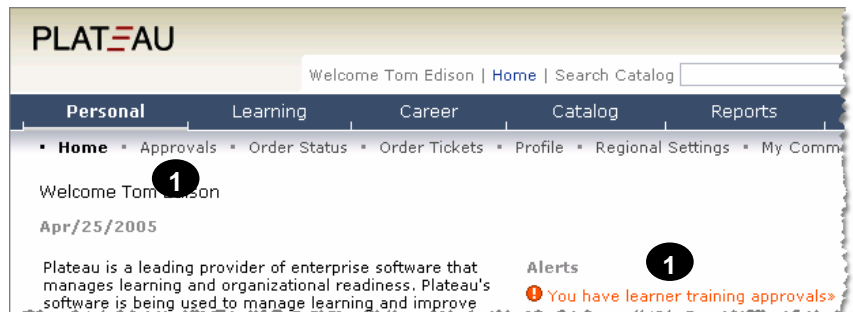
Job Aid: Approve a Learner Registration

Description: These steps demonstrate how to approve/deny a Learner's registration in a Scheduled Offering.

1 Click on the **You have learner training approvals** alert.

OR

Click on **Personal > Approvals** in the top menu.



2 Check the **Enter Reasons...** checkbox if you want to include a reason for your decision in the email sent by Plateau LMS.

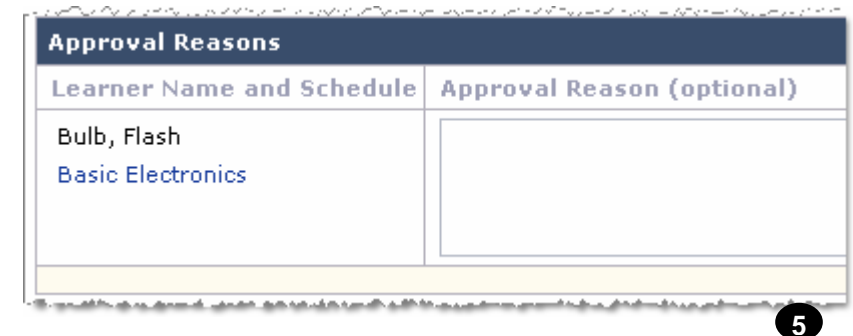
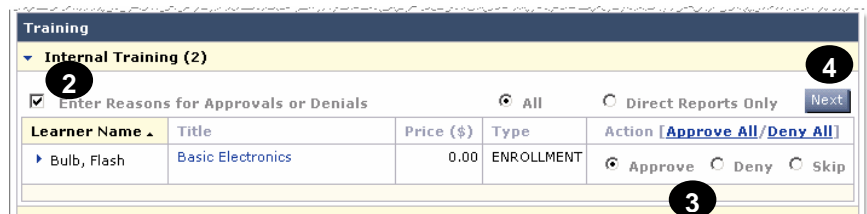
3 Select an **action** from the Action column.

4 Click on the **Next** button.

5 If you chose to add a reason, enter a reason.

Click on the **Register** button.

Click on the View Details button to view the exact times and locations for each Segment of the Scheduled Offering.



6 Comments are optional. Use this field for comments for the instructor, such as special needs.

7 Click on the **Next** button.

8 Click on the **Confirm** button.

